



**Licensing Compliance Auditor 2
2 Vacancies – Bilingual Spanish
Vehicle Services Division
Union Gap, Washington**

Compensation: Range 44 - \$2,774 – \$3,540/mo

Open until filled

Note: The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. *Candidate evaluation will begin on September 8, 2006 and will be ongoing. **It will be to the applicant's advantage to submit materials as soon as possible.***

Our Mission:

Great people, great service, working together for a safer Washington.

Our Vision:

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with the Department of Licensing (DOL) in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The DOL employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Our Core Competencies:

We have chosen the following competencies as “key” in driving the success of our employees in achieving the mission and vision of DOL:

Communication Effectiveness: Use effective listening skills and apply effective written and oral communication techniques to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

Customer Centered: Search out and identify internal and external customers' service delivery requirements to improve efficiency, effectiveness, and satisfaction.

Ethics and Integrity: Earn the trust, respect and confidence of coworker and customers through fairness, truthfulness, honesty, sensitivity, reliability and professionalism in all interactions.

Performance Leadership: Create and nurture a results oriented culture that focuses on measurable outcomes by fostering teamwork and innovation to accomplish the organization's mission and goals.

Personal accountability/Initiative: Accept responsibility for the quality and timeliness of her/his work to meet or exceed predetermined goals and objectives with little need for oversight.

In addition, our supervisors and managers demonstrate the following:

Strategic Thinking/Planning and Vision: Consistent with the direction of the Agency, develop, communicate, and implement a plan to achieve a preferred future and influence others to follow.

Human Resource Management: Proactively apply sound human resource management practices within area of responsibility and consistent with the Agency's human resource management logic model.

Position Objectives & Responsibilities:

At a Prorate/Fuel Tax Services customer service counter, this position determines eligibility for and establishes International Registration Plan (IRP) accounts for interstate motor carriers. The LCA 2 reviews applications and documents to ensure that required information is provided and is in compliance with the IRP and all applicable federal and state regulations. The LCA2 verifies and updates US Department of Transportation (US DOT) and Taxpayer Identification Numbers and issues US DOT numbers. Interprets and ensures that customers have a complete understanding of the reporting requirements, licensing statutes and tax laws and regulations.

This position determines eligibility for and establishes International Fuel Tax Agreement (IFTA) accounts for interstate motor carriers by verifying US DOT and Taxpayer Identification Numbers (TIN) utilizing federal databases. The incumbent ensures applicants are in compliance with the IFTA Articles of Agreement and Washington state statutes, issues IFTA license cards and sells IFTA decals. The LCA 2 interprets and ensures that customers have a complete understanding of the IFTA licensing statutes and tax laws and regulations.

This position also balances a cash drawer each day and prepares deposits. The LCA2 is accountable for all receipt books and inventoried items such as license plates, tabs, and license cards.

WORKING CONDITIONS:

- Incumbent must be able to read, speak, write and converse fluently in Spanish and in English.
- This position works Monday-Friday, 8:00am to 5:00pm.
- Some travel required.
- Training will be conducted in Olympia Office for the first 3-4 weeks.

Required Qualifications:

- 18 quarter hours of accounting and one year paid experience in accounting.

Desired Competencies:

- Familiarity with the basics in the use of Excel, Word, and willingness to learn agency's unique software in order to become proficient in work processes.
- Mathematical Aptitude
- Ability to prioritize and organize workload in order to complete assignments in a timely manner and to meet deadlines.
- Ability to handle large sums of cash and conduct monetary transactions accurately.
- Ability to interpret and explain state statutes to customers
- Ability to effectively handle stressful or adverse situations, making good decisions, working calmly and accurately, and helping to calm others.

Compensation

This position is in general government service. Monthly compensation is \$2,774 - \$3,540/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to HRrecruit@dol.wa.gov with a subject line of *06-160G LCA2*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required Qualifications and Desired Competencies outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

Attn: 06-160G LCA2

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.